
Indiana Association of Family and Consumer Sciences

BYLAWS

of the

Indiana Association of Family and Consumer Sciences

Approved at the INAFCS Annual Business Meeting September 25, 2009

ARTICLE I

Name

The name of this 501 (c) (3) organization shall be the Indiana Association of Family and Consumer Sciences, Inc., henceforth referred to as the INAFCS.

ARTICLE II

Members and Affiliations

- Section 1:* The requirements for membership shall include all the membership requirements set forth in the Bylaws of the AAFCS.
- Section 2:* The INAFCS shall be an affiliate of the American Association of Family and Consumer Sciences, henceforth referred to as the AAFCS.
- Section 3:* As an affiliated family and consumer sciences association, the INAFCS shall be represented in the AAFCS senate by a minimum of two (2) senators—the INAFCS President and President Elect.
- Section 4:* The INAFCS shall have affiliated district associations within the Affiliate.
- The requirements for membership shall include all the membership requirements as set forth in the Bylaws of the AAFCS.
 - As an affiliated district family and consumer sciences association, each district shall be represented on the INAFCS Council by the district president or his/her duly authorized alternate.

ARTICLE III

Mission and Purpose

- Section 1:* The mission is to provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well being, relationships and resources to achieve optimal quality of life. The purpose of the INAFCS shall be consistent with that of the AAFCS as stated in the AAFCS Certificate of Incorporation:
- The purpose of the Association shall be to further education, research, and service in family and consumer sciences. Without in any way limiting the foregoing, but in expansion thereof, the Association shall improve and strengthen education in family and consumer sciences; establish and improve standards of service and scientific research in the public interest in family and consumer sciences; sponsor and otherwise support seminars, debates, symposia, conferences, and similar professional discussion in family and consumer sciences; affiliate and disseminate policy for professional guidance at district, state, national, and international levels concerning the public interest in family and consumer sciences; identify and study social, economic, psychological, and technological changes having implications for family and consumer sciences programs, and bring these changes to the attention of the family and consumer sciences profession and the public; encourage and promote a sufficiently full and fair exposition of the pertinent facts involving legislation affecting family and consumer sciences and the improvement of home and family life as to permit an individual or the public to form an independent opinion or conclusion; and promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer sciences.
- Section 2:* The INAFCS is organized and operated for the exclusive purposes stated in Article II, Section 1, of this document and shall function as defined in Section 501 (c) 3 of the Internal Revenue Code and as the law and the regulations thereof now exist or as they may be amended.

ARTICLE IV

Officers and Elections

- Section 1:* The elected officers of the INAFCS, who shall be members in good standing during their term of office, shall consist of president, president-elect, immediate past president, vice president for program development, vice president for internal affairs, vice president for external affairs, secretary, and treasurer.

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- a.) All elected officers of the INAFCS shall have held active, Ellen Richards Sustaining, or emeritus membership for at least two years prior to the election year.
- b.) The president-elect shall have been a member of the Council within five years prior to the election year.

Section 2:

The terms of the elected officers shall be as follows:

- a.) Terms begin July 1 of the election year and end on June 30 according to the length of officer term.
- b.) The president-elect shall be elected annually for a three-year term, to serve as president-elect for the first year, president for the second year, and immediate past president for the third year.
- c.) The vice president for program development shall be elected in even numbered years for a two-year term or until a successor is elected.
- d.) The vice president for internal affairs shall be elected in odd-numbered years for a two-year term or until a successor is elected.
- e.) The vice president for external affairs shall be elected in odd-numbered years for a two-year term or until a successor is elected.
- f.) The secretary shall be elected in odd-numbered years for a two-year term or until a successor is elected.
- g.) The treasurer shall be elected in even-numbered years for a two-year term or until a successor is elected.

Section 3:

Election of officers of the INAFCS shall be by majority of votes cast for the slate prepared by the Nominations/Elections Committee. Ballots shall be provided to all active, Ellen Richards Sustaining, and emeritus INAFCS members, as defined in the AAFCS Bylaws, by May 1. Ballots shall be returned by May 24. A majority of validated votes cast shall constitute election to office. In case of a tie, the Board of Directors shall vote by secret ballot at the earliest possible time. The validated ballots shall be held until June 15 of the voting year, after which time the chairman of the affiliate Nominations/Elections Committee shall dispose of them.

ARTICLE V

Functions of Officers

Section 1:

The functions of the elected officers of the INAFCS are defined as follows:

- a. The president shall be the administrative leader of INAFCS and shall give general supervision and leadership to organizational policies and programs. The president shall:
 - 1. serve as chair of the Board of Directors
 - 2. serve as chair of the Council
 - 3. serve as the presiding officer of the Annual Membership Business Meeting of the INAFCS
 - 4. serve as the official spokesperson for the INAFCS on positions and resolutions that are passed by the Board of Directors and/or Council
 - 5. serve as an INAFCS Senator to the AAFCS Senate
 - 6. appoint all committees or committee chairs, if this appointment is not otherwise specified
 - 7. serve as an ex officio member without vote on all committees, unless voting privileges are granted by the INAFCS Bylaws or by committee action
 - 8. serve as a member of the AAFCS Affiliates Presidents' Unit
 - 9. serve as a member of the INAFCS Budget and Finance Committee
- b. The president-elect shall:
 - 1. give general supervision and leadership to the district presidents and district presidents-elect
 - 2. serve as a member of the INAFCS Bylaws and Policies and Procedures Committee
 - 3. after discussion with the Board of Directors, appoint all standing committee chairs and/or co-chairs and individual appointees (as set forth in Article VII) for service during the year when the presidency is assumed
 - 4. after discussion with the Board of Directors, establish the INAFCS Calendar of Events for his/her presidential year
 - 5. serve as an INAFCS Senator to the AAFCS Senate
 - 6. serve as a member of the AAFCS Affiliates Presidents' Unit
 - 7. assume the duties of the president during any absence of the president
 - 8. serve as a member of the INAFCS Budget and Finance Committee

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- c. The vice presidents shall be ex officio members without vote of the Committees they coordinate, unless voting privileges are granted by committee action
- d. The vice president for program development shall:
 - 1. implement program direction as approved by the Board of Directors
 - 2. serve as the Board of Directors and Council liaison to the State Conference Planning Committee, implementing the annual theme of the INAFCS.
 - 3. serve as liaison with the advisor of the Student Unit
- e. The vice president for internal affairs shall serve as coordinator for the INAFCS Awards, Membership Data/Promotion, Historical Records, Certification, and Newsletter
- f. The vice president for external affairs shall serve as coordinator for the AAFCS and INAFCS Development, Public Policy, Liaison to Related Organizations, and Public Relations
- g. The secretary shall:
 - 1. be responsible for the minutes of all meetings of the INAFCS Board of Directors and Council and the Annual Business Meeting
 - 2. conduct such correspondence as the Board of Directors and/or Council may direct including distribution of the agenda for each Board and Council meeting along with minutes of past meetings for review at least 28 days prior to each Board and Council meeting.
 - 3. serve as a member of the INAFCS Bylaws and Policies and Procedures Committee
 - 4. serve as a member of the INAFCS Budget and Finance Committee
- h. The treasurer shall be responsible for the funds of the INAFCS and shall:
 - 1. serve as chair of the Budget and Finance Committee
 - 2. disperse allocations to districts
 - 3. render a report to the Board of Directors and Council at each meeting and to the membership at the close of the fiscal year
 - 4. submit financial reports to the AAFCS as directed
 - 5. submit financial records for biennial audit
 - 6. be bonded
- i. The immediate past president shall serve in an advisory capacity to the Board of Directors and shall:
 - 1. serve as chair of the Bylaws and Policies and Procedures Committee
 - 2. serve as chair of the Nominations/Elections committee
 - 3. serve as a member of the INAFCS Budget and Finance Committee
 - 4. maintain a mailing list of affiliate past presidents and forward Board and Council minutes upon request.
 - 5. serve as past presidents unit's liaison, conduct past presidents unit's meeting, and compile past president's booklet of letters.

ARTICLE VI

Composition and Functions of the Governing and Administrative Bodies

- Section 1:* The INAFCS shall have an Assembly of Members composed of all the INAFCS members attending the Annual Membership Business Meeting. The voting members present shall constitute a quorum.
- Section 2:* The functions of the Assembly of Members shall be to:
- a. enact governance decisions affecting the future of the INAFCS and the direction of its development
 - b. adopt resolutions setting forth positions of the INAFCS
 - c. give guidance to Affiliate senators to the AAFCS Senate
- Section 3:* The INAFCS Council shall be composed of the INAFCS elected officers, District Presidents and Presidents-Elect or their authorized representatives, elected and appointed INAFCS chairpersons, and persons holding appointments to other INAFCS Council positions. All INAFCS Council members shall have voting privileges. A simple majority of Council members present shall constitute a quorum.
- Section 4:* The functions of the Council shall be to:
- a. serve as policy making body of the INAFCS
 - b. interpret the Bylaws of INAFCS
 - c. assume responsibility for the programs of the INAFCS
 - d. assume responsibility for the fiscal affairs of the INAFCS
- Section 5:* The INAFCS shall have a Board of Directors composed of the elected INAFCS officers (see Article IV, Section 1). A simple majority of Board of Directors members shall constitute a quorum. The functions of

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the Board of Directors shall be:

- a. serve as the administrative body of the INAFCS
- b. serve as an initiating, evaluating, reviewing body for generation of policy and issue-oriented program direction
- c. give direction to the Budget and Finance Committee for the formulation of a budget in relation to the current and future goals of the INAFCS
- d. review the budget proposed by the Budget and Finance Committee
- e. recommend a proposed budget to the Council
- f. act for the Council between meetings of the Council at the call of the President
- g. serve in an advisory capacity of the INAFCS committee and organizational appointments
- h. cancel and/or reschedule an official meeting of the INAFCS in the event of an emergency

ARTICLE VII

Standing Committees and Appointees

- Section 1:* The INAFCS shall have standing committees as listed and ad hoc committees as deemed appropriate by the Board of Directors and /or Council.
- Section 2:* Committees and/or committee chairs, the appointment of which is not otherwise specified, shall be appointed by the president.
- Section 3:* All committee members and chairs shall be active, Ellen Richards Sustaining, emeritus, or student unit members of INAFCS and AAFCS.
- Section 4:* The following standing committees shall report directly to the Board of Directors.
- a. The Bylaws and Policies and Procedures Committee. The Bylaws and Policies and Procedures Committee shall be composed of the immediate past president, the president-elect, and secretary. The duties of the committee shall be to receive and propose amendments to the Bylaws and changes to the Policies and Procedures of the association and to submit the proposed changes to the Board of Directors for action.
 - b. The Budget and Finance Committee. The Budget and Finance Committee shall be composed of the President, immediate past president, president-elect, treasurer, and secretary. The treasurer shall serve as chair. The duty of the Budget and Finance Committee shall be to develop a proposed annual budget for submission to the Board of Directors for action.

ARTICLE VIII

Communities

- Section 1:* The membership of the Association shall be organized into communities pursuant to AAFCS Bylaws, Article VII. Communities serve as a conduit of professional action, dialogue and promotion of the AAFCS mission.

ARTICLE IX

Meetings

- Section 1:* There shall be an annual State Conference of INAFCS at such time and place as the Board of Directors determines.
- a. The Annual Membership Business Meeting shall be held during the annual State Conference.
- Section 2:* The Board of Directors shall meet preceding each Council meeting and periodically throughout the year to administer the business of the INAFCS. The meetings shall be called by the president and shall receive oral/written approval by a majority of the Board of Directors.
- Section 3:* The Board of Directors shall hold four meetings annually with the time and place of such meetings at the discretion of the Board of Directors.
- Section 4:* Meetings of the Board of Directors and/or Council may be held by means of telephone conference, fax, E-mail, video conferencing, or similar communications equipment and this shall constitute presence in person at the meeting.

ARTICLE X

Newsletter

The INAFCS shall publish a newsletter that shall be the official publication of the association.

ARTICLE XI

Fiscal Year

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The fiscal year of the INAFCS shall be from May 1 through April 30 of the following year to coincide with the AAFCS fiscal year.

ARTICLE XII

Tax-Exempt Status

The Indiana Association of Family and Consumer Sciences is incorporated and follows all the general rules of an incorporated group. The current registered agent is the treasurer with the registered address as given in the current Leadership Directory.

The INAFCS currently holds tax status under Section 501 (c) 3 of the Internal Revenue Code. The association joins AAFCS in being recognized as an educational and scientific organization to serve the public interest.

ARTICLE XIII

Indemnification

To the extent permitted by law, the INAFCS shall defend and/or indemnify any person who was or is a party defendant or is threatened with being made a party defendant to any legal action, suit, or proceeding (other than an action, suit, or proceeding by or in the right of the INAFCS) by reason of the fact that he/she is or was an officer, employee, or agent of the INAFCS or is or was so serving at the INAFCS's request for other profit or not-for-profit corporation, or the legal representative of any such officer, trustee, employer or agent against expenses actually and necessarily incurred by him/her in connection with the defense of such legal action, suit or proceeding, except in relation to matters as to which he/she shall be adjudged in such legal action, suit, or proceeding to be liable for negligence or misconduct in the performance of his/her duty to the INAFCS; and except with respect to any criminal proceeding, such corporate agent had reasonable cause to believe his/her conduct was unlawful.

The termination of any legal action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith or in a manner which he/she reasonably believed to be in the INAFCS's best interests. To the extent that the court of body in or before which such legal action, suit, or proceeding was finally determined has not addressed the questions of negligence or misconduct in the performance of the person's duty to the INAFCS, a determination that indemnification is proper shall be made by a majority vote of the Board of Directors. In the event of settlement of a legal action, suit, or proceeding, indemnification shall be made up to the amount that would reasonably have been expended in the defense, as provided for by the Board of Directors members who were not parties to the proceedings.

ARTICLE XIV

Amendments

- Section 1:** These Bylaws may be amended by a vote of two-thirds of the Members present and voting at the Annual Membership Business Meeting, provided that proposed amendments are posted and all members are notified at least thirty (30) days prior to the Annual Conference during which the vote shall be taken.
- Section 2:** In the event of an emergency as determined by the Board of Directors, these Bylaws can be amended by a majority of votes cast by the Council.
- Section 3:** Changes mandated by revisions in AAFCS Bylaws will be presented by the Bylaws Committee to the Board of Directors for inclusion in the INAFCS Bylaws.

ARTICLE XV

Dissolution

In the event of dissolution or termination of the INAFCS, the Board of Directors shall, after paying all the liabilities of the INAFCS, dispose of all of the assets of the INAFCS exclusively for the objectives of the INAFCS in such manner or to such organization or organizations organized exclusively for charitable, educational or scientific purposes and at the time qualify as an exempt organization or organizations under Section 501 (c) 3 of the Internal Revenue Code of 1986 (or corresponding provisions of any future U. S. Internal Revenue Lay) as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organizations organized and operated exclusively for such purposes, which the court shall determine.

ARTICLE XVI

Parliamentary Authority

Except as otherwise provided in its Bylaws, the INAFCS shall be governed in its proceedings by the latest revision of Robert's Rules of Order Newly Revised